Job announcement:
Department of the NAVY
Post-Secondary Students Term Appointment
Human Resources Assistant

The Naval Undersea Warfare Center (NUWC), Division Newport is the Navy’s full spectrum research, development, test and evaluation, engineering, and fleet support center for submarine warfare and many other systems associated with undersea battlespace.

Post-Secondary Students Term Appointment Info: This Term appointment is not to exceed 13 months, but may be extended in accordance with 5 CFR 316.301 and while the appointee still meets the qualification and eligibility requirements. The final targeted occupational series for this position is NT-0201-02 (Human Resources Specialist), with a full performance level of NT-0201-04. Post-Secondary Students Term appointments may not-non-competitively converted to a permanent, competitive service, career-conditional appointment upon completion of all academic program requirements. Conversion is neither automatic, nor guaranteed. Students for this position, are eligible to be converted to a NT-0201-02, but must also pass an ACWA assessment prior to conversion.

Duties: The incumbent will provide Human Capital clerical services and support in several areas of Human Capital, including: processing a full range of actions in in staffing and employee relations and services for an assigned segment of the Center organizations; providing a variety of information to employees, managers and workforce specialists; and conducting new employee orientation and assisting separating employees.

Conditions of Employment:

- U.S. Citizenship required.
- Appointment subject to background investigation and favorable security adjudication.
- Meet Selective Service Registration Act requirement for males.

Eligibility: Applicants must be from the local commuting area. To be eligible for this appointing authority, you must be currently enrolled in a full-time academic program at an accredited institution of higher education (20 U.S.C. 1001). You must have completed at least one full year of your academic program prior to appointment. You must be in good academic standing with a minimum GPA of 2.0 and making satisfactory progress towards the receipt of a bachelor's or graduate degree. Appointees must continue to meet these requirements for the duration of the appointment.

Qualifications: There are no experience or education qualifications for a NG-0203-01 (equivalent to GS 1-4), however, candidates must meet the eligibility requirements listed above.

How you will be evaluated: All eligible candidates will be evaluated for this position based on meeting the requirements above. All eligible candidates will be referred to the hiring official.

Required documents: (Do not submit photographs with your application package)

1) Resume: You must submit a resume, which includes a list of all significant jobs held and duties performed, with dates specified in month and year format, and indicate hours worked per week. Please include your address, phone number and email address on your resume.

2) Transcript: You must submit a legible copy of transcripts from an accredited institution with your name, school name, credit hours, course level, major(s), and grade-point average or class ranking. Transcripts do not need to be official, but if you are selected for this position, you must provide official transcripts before you begin work.

How to apply: You must submit the required documents listed below by email to: nuwc_npt_recruit.fct@navy.mil. To receive consideration, the complete application package must be submitted by 11:59 PM (EST) on Oct. 27, 2017.

Point of Contact: If you have questions about how to apply, email nuwc_npt_recruit.fct@navy.mil.